

Office of Finance and Administration Diversity Council

Meeting Notes for January 17, 2001

1. **MBTI**

Members need to get their MBTI questionnaires to Ken Tiktin by February 1, 2001. Members that don't have a questionnaire should get one and complete it as quickly as possible.

2. **Consistency Action Team** - Chair: RJ Dominic

The Team met last week and discussed AWS Policy/Procedures OFA-wide, Mentoring, Training, and Awards.

Next meeting – Focus on AWS Policy/Procedures OFA-wide.

3. **Customer Service Action Team** – Chair: Bud Sawisch

No meeting held due to mobility.

Next meeting (end of month) – Team members continue to work on collecting data and doing other research. This information will be reviewed at the next meeting.

4. **Communication Action Team** – Chair: Barry Meyer

Conference call held. Discussed four issues:

Headquarter/Field

Management Decision without Delays

System: Customer Feedback to Decision-making

Deliberate Group Participation or Decision-making

Next meeting – determine approval; probably work on one issue rather than the four issues at a time.

5. **People Strategic Goal**

OFA Strategic Team – Chairs: Ann Murphy and Barbara B. Williams. (Barbara recently replaced Hugh Brennan.)

No report as Ann Murphy and Bob Stockman were not available.

6. **Performance Plan Element/Performance Indicators** - Draft to be developed for next meeting.

7. Open Discussion

Discussed various types of OFA-wide communications (Condense notes, Newsletter, or Web Page). Stu will discuss Web Page with Barry.

Proposal to change name back to OFA Diversity Council. Sub-groups to be action teams.

Chair: Council used throughout NOAA. Action Team name is meant to give an image of a more productive group.

Vote: Decision made to change name back to Council /Change Title in Charter.

Discussion on the focus of the Consistency Action Team.

Mary Taylor Drake stated that AWS is not an issue – should be more concerned about training, promotions, awards, and employee development.

Helen Hurcombe stated that flexibility is the greatest concern.

Why not develop another Action Team?

Career Development Action Team – If anyone is interested in being a member of such a Team, contact Mary Taylor Drake.

8. Next OFA Council Meeting:

Wednesday, March 7, 1:30 - 3:30 p.m., in Silver Spring.